

CHILD SEXUAL ABUSE AND EXPLOITATION PREVENTION BOARD

Child Victims' Trust Fund
Office of the Attorney General
Office of Victims Advocacy
1024 Capital Center Dr., Suite 200
Frankfort, KY 40601
(502) 696-5312
Fax (502) 573-8315



MEMO

TO: CVTF Discretionary Grant Applicant
FROM: CVTF Program Administrator
SUBJECT: CVTF Discretionary Grant Application

Enclosed you will find the Child Victims' Trust Fund Discretionary Grant application packet you requested.

Please read each page carefully and be mindful of reporting requirement and its deadline; all reporting and contractual requirements will be strictly enforced. Failure to follow required actions will result in either rejection of the application (as indicated in the application instructions), or reduction of points assigned to the application, at the discretion of the Grant Review Committee and the CSAEP Board.

The overall aim of preventive intervention is the reduction of child sexual abuse and exploitation. However, this particular grant focuses on **primary approaches only**, as defined in the application Guidelines, Overview & Instructions.

Funds are available for the discretionary grant any time from July 1 – June 30, in accordance with the state fiscal year. Applicants should take into consideration that projects/ programs must be completed within the fiscal year of the award. Any request for discretionary grant funds must be reviewed and approved by the Board at scheduled meetings. To obtain a list of scheduled CSAEP Board meeting dates, go to: www.ag.ky.gov/victims/cvtf, or call (502) 696-5312. Applicants will be notified of their application status within 30 days of application receipt. If funding is awarded, the Board has the discretion to provide funding in one or more installments and to determine in which fiscal year the funding shall occur.

All CVTF grantees are required to have current (no older than two years) AOC background checks on all employees, on-site contractors or volunteers. With your notification letter you will be provided the appropriate form for requesting background checks from the Administrative Office of the Courts (AOC), if you have not already done so. Any costs assessed by the AOC for obtaining the background checks for a CVTF program– not to exceed \$15 per person – should be included in your grant application projected budget. Also included will be a form to return with your contract that certifies that background checks have been done. Your program will be required to maintain original documentation of all background checks.

CVTF Logos must be included on all printed materials associated with the CVTF-funded programs, and accompanied by this language: “This publication is made available in part by a grant from the Child Victims’ Trust Fund.” Logos will be provided electronically by the CVTF administrator. Prior approval must be obtained from the CVTF program administrator before printing or ordering any materials that were not included in your grant application.

If your agency is awarded a grant, you will receive a packet including the following:

1. Year-end reporting form
2. Administrative Office of the Courts background check application form (2 pages) (titled “Youth Leader,” pursuant to KRS 17.160), which is to be maintained in agency files
3. CVTF Background Check Verification Form
4. Presentation Verification Form, required where applicable for verifying each presentation and to be included in your year-end report
5. Promotion Verification Form, to be signed by an appropriate representative at sites where promotional materials are distributed/ displayed
6. Child Victims’ Trust Fund Grant In-Kind Donation Log (this is for your convenience for keeping track of in-kind donations recorded in year-end report)
7. Posters for the CVTF license plate and tax refund check-off programs
8. CVTF / Child Sexual Abuse and Exploitation Prevention Board Brochures and “Thanks!” Post Cards

To request an electronic file of any of the provided forms, please contact the program administrator, (502) 696-5312.

**CHILD VICTIMS' TRUST FUND
DISCRETIONARY GRANT APPLICATION
GUIDELINES, OVERVIEW & INSTRUCTIONS**

Child Victims' Trust Fund



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GUIDELINES & OVERVIEW

OBJECTIVE

The Kentucky Child Sexual Abuse and Exploitation Prevention Board, as established in 1984 by KRS 15.900 through 15.940, seeks to reduce the incidence of child sexual abuse and exploitation by supporting programs for the prevention of sexual abuse and exploitation of children. The Board, through administration of the Child Victims' Trust Fund (CVTF), reviews, approves and monitors the expenditures for child sexual abuse prevention programs. ^{*1}

The guidelines contained in this document explain the Board's priorities, eligibility requirements, funding requirements, and responsibilities of the grantee. Instructions for completing the application and an application form are also included. Potential grantees are strongly encouraged to read this entire document before completing and submitting the grant application.

DEFINITIONS [KRS 15.900]

As used in KRS 15.910 to 15.940:

- (1) "Child" means a person under eighteen (18) years of age;
- (2) "Child sexual abuse and exploitation" means harm to a child's health or welfare by any person, responsible or not for the child's health or welfare, which harm occurs or is threatened through non-accidental sexual contact which includes violations of KRS 510.040 to 510.150, 530.020, 530.070, 531.310, 531.320, and 531.370;
- (3) "Local task force" means an organization which meets the criteria described in KRS 15.940;
- (4) "State board" means the State Child Sexual Abuse and Exploitation Prevention Board created in KRS 15.910;
- (5) "Prevention" means a system of direct provision of child sexual abuse and exploitation prevention services to a child, parent, or guardian, but shall not include research programs related to prevention of child sexual abuse and exploitation;
- (6) "Trust fund" means the Child Victims' Trust Fund established in the Office of the State Treasurer.

¹ Annual-grant funding is also available, as well as reimbursement to qualified applicants for case management aspects of child sexual abuse medical exams. For information on either of these funding sources, please call the CVTF Program Administrator, (502) 696-5312.

PURPOSES FOR DISBURSEMENT OF FUNDS AS SET FORTH IN KRS 15.935

KRS 15.935 lists the authorized purposes for which CVTF monies can be disbursed in the following manner:

- (1) The state board may authorize the disbursement of available money from the trust fund, upon legislative appropriations, for exclusively the following purposes, which are listed in the order of preference for expenditure:
 - (a) To fund a private nonprofit or public organization in the development or operation of a prevention program if at least all of the following conditions are met:
 1. The appropriate local task force has reviewed and approved the program. This subparagraph does not apply if a local task force does not exist for the geographic area to be served by the program;
 2. The organization agrees to match fifty percent (50%) of the amount requested from the trust fund. At least ten percent (10%) of the amount requested shall be matched through dollars, and the remaining match shall be through in-kind contributions. The type of contributions shall be subject to the approval of the board;
 3. The organization demonstrates a willingness and ability to provide program models and consultation to organizations and communities regarding program development and maintenance; and
 4. Other conditions that the state board may deem appropriate;
 - (b) To fund the cost of medical examinations of victims of suspected child sexual abuse to the extent the fee for an examination is a service not eligible to be paid for by Medicaid or private insurance. The fees paid for this examination shall not exceed reasonable, usual, and customary charges as set by the state board;
 - (c) To fund the cost of counseling and other mental health services to victims of child sexual abuse to the extent the fees for counseling and mental health services are services not eligible to be paid for by Medicaid or private insurance. The fees paid for counseling and mental health services shall not exceed reasonable, usual, and customary charges as set by the state board;
 - (d) To fund local task forces;
 - (e) **To fund statewide public education and awareness campaigns on child sexual abuse, making use of electronic and print media to inform the public about the nature of child sexual abuse, legal reporting requirements, victims' rights, legal remedies, agency services, and prevention strategies;**
 - (f) To fund and evaluate the comparative success of statewide comprehensive approaches to prevention education making use of multiple approaches; and
 - (g) To fund the state board created in KRS 15.905 for the actual and necessary operating expenses that the board incurs in performing its duties.

- (2) Authorizations for disbursement of trust fund money under subsection (1)(g) of this section shall be kept at a minimum in furtherance of the primary purpose of the trust fund which is to disburse money under subsections (1)(a), (b), (c), (d), (e), and (f) of this section to encourage the direct provision of services to prevent child abuse and exploitation, and to provide medical examination and counseling or other mental health services for victims of child sexual abuse.

ELIGIBLE PROJECTS/ PROGRAMS

The overall aim of preventive intervention is the reduction of child sexual abuse and exploitation. However, this particular grant focuses on **primary approaches only**.

1. Primary Prevention: Primary prevention refers to prevention education and information provided to broad segments of the population. Primary prevention takes place before child sexual abuse has occurred, to prevent initial perpetration or victimization. This type of programming includes any public or generally offered program on child sexual abuse prevention. Common examples are:
 - a. Prevention education programs for children, adolescents, or parents in group settings provided through public or private schools, church or civic groups, recreational or health organizations, child care centers, community mental health centers, or other community settings frequented by the general population.
 - b. Programs directed to increase the awareness and effectiveness of professionals involved in child advocacy. Projects/ programs may include, but are not limited to, education for legal and law enforcement personnel, teachers, childcare workers and development of local procedures for such professionals.
 - c. Programs designed to increase public awareness of, and knowledge about, the problem of child sexual abuse. These may include public service announcements, development of public education materials such as posters, brochures, etc., funding of a community theatrical production on child sexual abuse prevention, etc.

In addition to nationally recognized prevention programs, the Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

ELIGIBLE APPLICANTS

Pursuant to KRS 15.935, the Board disburses CVTF monies to private nonprofit organizations including local task forces, private non-profits and public agencies. Private nonprofit organizations must be certified by the IRS as having tax-exempt status, i.e. 501(c)(3). Applications for funding submitted by a task force must be accompanied by appropriate approval as demonstrated by the signature of the appropriate task force member. *(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)*

PRIORITY AREAS

In reviewing applications for this grant, the Board looks for primary-prevention projects/ programs that use effective, research-based models of child sexual abuse prevention. Such projects/ programs provide the following:

- evidence that the primary-prevention project/ program is based on current research/ literature.
- clear understanding of the population intended to be served and evidence that the project/ program reflects the particular needs of that population.
- evidence that the project/ program includes key components for effective primary prevention, including multiple contacts with the intended audience, interactive learning, parent, community and Internet safety components – to enhance child-focused programs.
- appropriate screening, training and background checks of staff, consultants, independent contractors and volunteers.
- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services.
- clear and achievable plans for qualitative and quantitative project/ program evaluation.
- plans to diversify funding for the future.

The Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

FUNDING REQUIREMENTS

Match Requirement. Pursuant to KRS 15.935(1)(a)(2) and KRS 15.940(4), a fifty percent (50%) match of the grant award is required. The match composition shall be as follows: The cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may also be through cash or it can be in-kind (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project/ program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions. (*See "CVTF Match Requirement" in Appendix E, pages 27-28*).

Budget Categories. Applicants may allocate requested CVTF grant monies among the following cost categories: materials, equipment, operational expenses, training and travel, consultant and contractual services, and staff salaries and benefits (*see the "Budget Plan" in the CVTF Discretionary Grant Application and Sample Budget Plan in Appendix C, page 23*), as the demands of their projects/ programs require.

The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Requests to fund a current position or reinstate positions that have been eliminated as a result of budget cuts must be clearly explained. Applicants must clearly state and justify the need for funding of salaries and explain the lack of alternative funding sources.

FUNDING SCHEDULE

Applications for CVTF Discretionary Grants may be requested **at any time during the state fiscal year, provided the project/ program can be completed by the end of the state fiscal year in which the grant is awarded** (the fiscal year being July 1 – June 30). Proposals must be mailed to the CVTF Program Administrator, Office of the Attorney General, Office of Victims Advocacy, 1024 Capital Center Drive, Suite 200, Frankfort, KY 40601-8204. **Emailed or faxed applications will not be accepted.** Any request for funding must be reviewed and approved by the Board. In regard to Board review of discretionary grant applications, special meetings will not be called for the sole purpose of their consideration. To obtain a list of scheduled CSAEP Board meeting dates, go to: www.ag.ky.gov/victims/cvtf, or call (502) 696-5312. Applicants will be notified of their application status within 30 days of application receipt. If funding is awarded, the Board has the discretion to provide funding in one or more installments and to determine in which fiscal year the funding shall occur. **Unused funds MUST be returned to the CVTF.**

PUBLIC RELATIONS REQUIREMENT

CVTF receives its revenues from the state income tax refund check-off, the “I Care About Kids” license plate, and private donations. To insure the continuing generation of funds it is imperative that grantees promote these programs. For that reason, every grantee is required to include in all published materials related to the CVTF funded project/ program the CVTF logo and text reading “This publication / program is funded in part by a grant from the Child Victims’ Trust Fund.” CVTF logos will be provided by the CVTF Program Administrator. All publications associated with the primary-prevention project/ program funded by the CVTF must be submitted for approval by the CVTF Program Administrator prior to publication. Further, prior approval must be obtained from the CVTF program administrator before printing or ordering any materials that were not included in your grant application.

The grantee is also responsible for 1) developing and implementing a plan to work with the media and appropriate agencies to publicize the CVTF state income tax check-off and license plate programs and, 2) distributing CVTF posters and brochures. Submission of the plan is required as part of the application. Collaboration with the media and other groups and agencies is strongly encouraged in the development of this plan. Documentation of the implementation of this plan must be included in the year-end Program Report. In addition to the provided Promotion Verification Form, this may include copies of newspaper clippings, Web site pages, letters, etc.

REPORTING AND ON-SITE REVIEWS

The grantee shall be responsible for maintaining accurate and current financial (including in-kind contributions) and program records, and reporting on the use of CVTF monies. A program evaluation and budget report is due no later than 30 days after the end of the applicable fiscal year (i.e., 30 days from June 30), or 30 days from the end of the program’s completion, whichever occurs first. Reporting shall be submitted on forms that will be provided. The grant recipient may be required to submit additional reports as deemed appropriate by the Board or staff. ***Failure to submit the required reports within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall be a factor in the consideration of future applications.***

The grantee is also subject to on-site reviews. The grantee will be required to acknowledge by signature any deficiencies that are cited on a review checklist and address said deficiencies within a given timeframe. ***Failure to acknowledge and address deficiencies within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall be a factor in the consideration of future applications.***

If your agency is awarded a grant, you will receive a packet that will include the following:

1. Year-end reporting form
2. Administrative Office of the Courts Background check application form (2 pages, title “Youth Leader” pursuant to KRS 17.160) which is to be maintained in agency files.
3. CVTF Background Check Verification Form
4. Presentation Verification Form, required where applicable for verifying each presentation and to be included in your year-end report
5. Promotion Verification Form, to be signed by an appropriate representative at sites where promotional materials are distributed/ displayed
6. Child Victims’ Trust Fund Grant In-Kind Donation Log (this is for your convenience for keeping track of in-kind donations recorded in year-end report).

APPLICATION SUBMISSION

Submit one original of the entire application with all required attachments and eight (8) copies of the complete application with all required attachments. DO NOT BIND OR STAPLE the application. The original application—with all required attachments—and each application copy—with all required attachments—must be placed in separate manila envelopes. Placing the documents in separate manila envelopes helps to ensure your documents are processed promptly. ***Submissions that do not contain the required number of documents—one original and eight (8) copies—will be considered incomplete and will NOT be eligible for further review.*** All forms, required documentation and signatures must be completed at the time of submission. Submit the application documents to:

**CVTF Program Administrator
Office of the Attorney General/ Office of Victims Advocacy
1024 Capital Center Drive, Suite 200
Frankfort, Kentucky 40601-8204**

TIMING OF APPLICATION

Applicants should take into consideration that projects/ programs must be completed within the fiscal year of the award. Any request for funds must be reviewed and approved by the Board at its scheduled meetings. To obtain a list of regularly scheduled CSAEP Board meeting dates, go to: www.ag.ky.gov/victims/cvtf or call (502) 696-5312. Applicants will be e-mailed upon the program administrator’s receipt of the application, and notified of their application status within 30 days of that time.

QUESTIONS/ TECHNICAL ASSISTANCE

Technical assistance will not be available beyond the information provided in the application packet.

APPLICATION PACKETS

Application packets are available in three (3) formats:

1. Requests for ***paper*** application packets should be directed to the Child Victims’ Trust Fund Program Administrator at (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern Standard Time, Monday – Friday OR Office of the Attorney General/ Office of Victims Advocacy, 1024 Capital Center Drive, Suite 200, Frankfort, Kentucky 40601-8204.
2. Requests for the application in ***Microsoft Word format*** should be directed to the Child Victims’ Trust Fund Program Administrator at (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern Standard Time, Monday – Friday.

3. To download the application packet and evaluation/scoring tools in *PDF format* go to:

www.ag.ky.gov/victims/cvtf

INSTRUCTIONS

GENERAL INSTRUCTIONS

These instructions present the format all applicants must follow in preparing applications. *The Board reserves the right to deem ineligible for further review any application that does not STRICTLY adhere to the instructions contained in this document.*

- All forms provided in the application must be used as required. Alternate versions shall result in the disqualification of the entire application.
- The application, including all forms, must be typed on single-sided 8.5" by 11" white paper, double-spaced (unless otherwise noted in the Guidelines, Overview & Instructions) with one-inch margins, and in standard Times New Roman font no smaller than 11-point size. Deviations – including all caps, all bold, all italics, etc. – will NOT be accepted.
- Materials in *Section X, Required Attachments, Part B* – including brochures, newsletters, curricula, etc. – may be submitted in their original format and may be paper-clipped together.
- Do not bind or staple any part of the application. Paper clips or colored paper may be used to divide the application into sections.
- Complete the page header in the upper right hand corner of each page as required, with your Agency Name and the page number. The required format follows:

Discretionary Grant Application

Agency Name _____, page _

Applicants are required to submit information in a specific order. The following is a list of application components **in the order in which they must be submitted.**

1. Title Page
2. Grant Application Checklist
3. Statement of Cooperation and Assurances
4. Agency Data Sheet
5. Project/ Program Information Sheet
6. Application Narrative
7. Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
8. Budget Plan
9. Budget Narrative

10. Required Attachments—Part A:

- a. Evidence of 501(C)(3) status or other non-profit/ public status (i.e. IRS determination)
- b. List of current board members, including each member's affiliation
- c. Agency staffing chart or other personnel diagram
- d. Agency audit or year end financial statement for last completed fiscal year
- e. CV/ resume of agency director
- f. Job descriptions and qualifications for each position in the proposed child sexual abuse primary-prevention project/ program
- g. CV(s)/ resume(s) of all staff who will be working in the proposed child sexual abuse primary-prevention program
- h. Current letters of commitment from collaborating partners – on their letterhead – demonstrating collaboration in your agency's child sexual abuse primary-prevention program (Note: the letters should reflect a date no older than one [1] year).
- i. Letters of agreement for consultant and/ or contractual services on vendor's letterhead, if applicable
- j. Copy of equipment price quote(s) on vendor's letterhead, if applicable
- k. Copy of materials price quotes on vendor's letterhead, if applicable

11. Required Attachments—Part B:

- a. Project/ program curriculum being proposed
- b. Evaluation instrument(s) or tool(s)
- c. Copy of agency and project/ program publications (i.e. brochure, newsletter, Web page, etc.)

CHECKLIST, STATEMENT OF COOPERATION AND ASSURANCES, AGENCY DATA SHEET AND PROJECT/ PROGRAM INFORMATION SHEET INSTRUCTIONS

Title Page: Enter all required information.

Grant Application Checklist: Check all items to assure attachment

Statement of Cooperation and Assurances: Complete with all required names, addresses, signatures and dates. Signatures on this page confirm the applicant understands the application instructions, complies with funding requirements and policies of the agency's board/governing body, and complies with nondiscrimination laws. Further, the signature affirms that the information in the application is true and accurate.

Agency Data Sheet: Enter all information as required. Additional guidance on specific items follows.

- **Local Task Force Name:** If there is a local Task Force in your community that is recognized by the Board, provide the required information. If no Local Task Force exists, enter N/A in all spaces. *(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)*
- **CVTF Grant History:** Provide required information on the total number of years CVTF has funded your agency for any programs. Indicate the last year funding was received, and enter the amount funded for the last year funding was received. Also, enter the name of the project/ program last funded. If the agency received an award under a different name (i.e. the agency has changed names in the past) include that information as well.

Project/Program Information Sheet: Enter all information as required. *(For assistance see Appendix A, page 21).* Additional guidance follows.

- **Project/ Program Title:** Enter the name of the child sexual abuse primary-prevention project/ program. Every primary project/ program must have a title.
- **Amount Requested:** Enter the amount requested from the CVTF. Round the amount to the nearest dollar.
- **Specific Population Served by Project/ Program:** Provide specific demographic characteristics of the target population. Specifically identify the population to be served by using at least one qualifier *and* explain why the program will work with the population. Examples of qualifiers are age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc., as appropriate.
- **Brief Description of Project/ Program:** The brief description is similar to an executive summary and provides a synopsis of the primary project/ program. This summary description of the primary project/ program must give reviewers necessary information to understand the proposal, i.e. what, how, when, how frequently, by whom and where the primary project/ program will be implemented and any collaboration, evaluation and promotional efforts. This section should be a summary of the application narrative. Type the information directly onto the Project/ Program Information Sheet. This summary may be single-spaced (but must follow all other format requirements) and must not exceed 200 words.

APPLICATION NARRATIVE INSTRUCTIONS

The Application Narrative must not exceed twelve (12) pages. Further, the information contained in each section and each subsection must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's score. Each section must be clearly delineated with the Roman numeral and section heading in bold (i.e. **I. Agency Description**) or the letter and section heading in bold (i.e. **A. Mission Statement or Purpose**) or the number and section heading in bold (i.e. **2. Target Population and Contributing Factors**).

I. Agency Description

The Agency Description provides an overview of your organization and its ability to implement a child sexual abuse primary-prevention project/ program. Your description must include, at a minimum, what is set forth below:

- A. The agency mission statement or purpose
- B. A brief history of the agency including past or present services offered and the population the agency generally serves
- C. A description of the specific programs the agency has conducted in the past that are similar/ related to child sexual abuse prevention, e.g., any child sexual abuse prevention programs, any other types of prevention programs, any other types of child sexual abuse services, awareness efforts, outreach or education efforts, etc.

II. Primary-prevention Program Description

The Program Description provides information about the primary-prevention project/ program and must demonstrate your agency's understanding of and ability to implement the proposal. Your description must include, at a minimum, what is set forth below.

A. Brief description of the project/ program including:

1. Explanation of how this proposal fits a primary-prevention approach and the rationale for the project/ program.

What will this project/ program offer that is not already available: describe the gaps.

If applicable, describe how the project/ program is innovative or new.

2. Project/ program Goals and Objectives. List and explain your project/ program goals and objectives. A goal is a long-term outcome that is expected from the project/ program. An objective is a specific activity used to reach a goal.
3. Specifics about the target population for this project/ program ***and*** why this population was chosen. Provide evidence that the agency has access to the target population. Address the particular risk, protective and/or vulnerability factors established as contributors to the problem.

For the target population indicate age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc. as appropriate for a primary-prevention approach. (Cite the data source and the year the data was collected).

Provide a clear explanation of how the project/ program meets the specific needs of the target population. Demonstrate how the project/ program will prevent child sexual abuse and/ or exploitation in the target population.

B. A comprehensive description of the project/ program, including:

1. Content covered

2. Learning goals and objectives
 3. Evidence of consistency with current research, literature and best practices (Cite the source of the research, literature, etc., and the year of publication for each source).
 4. Explanation of why the project/ program is developmentally appropriate for the target population.
 5. Explanation of how the project/ program is sensitive to multicultural, audiences, as appropriate.
- C. A description of the project/ program delivery including:
1. Location(s)/ venue(s) for project/ program delivery
 2. If applicable, a plan for incorporating multiple exposures, including duration of the exposures
 3. If applicable, any interactive formats, and/or parent and Internet components
 4. If applicable, current barriers that might prevent the target population from accessing the proposed services and what would be done to overcome these barriers (examples include, but are not limited to transportation and child care).
- D. A description of the available resources including:
1. A description of the paid staff positions, independent contractors and volunteers responsible for implementing the project/ program, including screening, training content and duration, and criminal background checks. Also include Central Registry Check (CA/N) background checks—which are administered by the Cabinet for Health and Family Services—*if* your agency is required by law to obtain information included in the Central Registry Check or *if* your agency requires this check as a condition of employment.
 2. If applicable, training that staff, volunteers and/ or consultants will receive. Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
 3. Process of supervision of staff, volunteers and/ or consultants. Also, indicate who will provide the supervision.
 4. Training of any other involved parties (i.e. teachers, group leaders, parents, etc.). Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
 5. Collaboration or coordination with other agencies/ groups. Describe activities that will support networking and synergy between agencies/groups that provide or support child sexual abuse primary-prevention activities. Identify the collaborative partners and briefly describe their activities integral to the project/ program. You must include letters of commitment from collaborative partners – on their letterhead – demonstrating the collaboration. The letters must address the specific collaborative activities that will occur within the funding period.
- E. An explanation of the timetable, including how the project/ program will be implemented within the funding period.

III. Evaluation Plan

The Evaluation Plan must include information about how you will evaluate and assess project/ program goals and objectives, describe the evaluation instrument(s) or assessment methods, outline the timeframe for evaluation/ assessment and explain measures of success.

IV. CVTF Promotion Plan

The CVTF Promotion Plan provides information about the applicant's strategy for promoting and publicizing the CVTF. The CVTF promotion plan must, at a minimum, include:

- A. A description of the plan to include the CVTF logo and information about the CVTF income tax refund check-off and "I Care About Kids" license plate in all published materials including brochures, newsletters, posters, Web sites, radio and television media, etc. (*For more information, see "Public Relations Requirement," page 5*).
- B. A description of the plan to distribute CVTF posters and brochures.

PROJECT/ PROGRAM BUDGET INSTRUCTIONS

V. Anticipated Project/ Program Revenue Detail – Breakdown by Source Form

You must use the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form to list anticipated sources of CVTF grant, cash match and in-kind match amounts for this project/ program. In the appropriate column, identify each revenue source by name and indicate whether the source is firmly committed or potential. In addition, include the dollar amount anticipated from each source and the grand total of all revenue sources. (*For assistance with completing this form, see "Sample Anticipated Project/ Program Revenue Detail—Breakdown by Source Form" in Appendix B, page 22*).

VI. Budget Plan

You must use the Budget Plan form to list anticipated project/ program revenue sources and to itemize costs by budget category. (*For assistance with completing the project/ program budget, see the "Sample Budget Plan," in Appendix C, page 23*). Your budget plan must be in the same format as reflected in the "Sample Budget Plan." Additional guidance follows.

Name of Agency: Enter the name of the agency submitting the application/ request for funds.

Name of Primary Project/ program: Enter the name of the child sexual abuse primary-prevention project/ program, if different from agency name.

Budget Period: List expected starting and ending dates by month, day and year (mm/dd/yy). The project/ program must be completed by June 30th of the funding year.

1. Anticipated Project/ Program Revenue: List the amount on the line indicated. The amount must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form.

CVTF Grant – list the total amount of funding you are requesting through CVTF.

Total Match – list the combined amount of cash match and in-kind match listed in columns B

and C. A description of cash match and in-kind match follows.

- Cash match includes cash from other sources for implementing the child sexual abuse primary-prevention project/ program.
- In-kind match includes donated labor, materials, etc. For example, the value of volunteer time, portion of agency rent, telephone, copying or printing provided a reduced or no charge, supplies, etc., devoted to the project/ program, including those that exceed the required contribution. Only amounts directly related to the child sexual abuse primary-prevention program may be counted towards the in-kind match.

2. Project/ program Budget: ALL figures reflected in the project/ program budget must relate directly to the child sexual abuse primary-prevention program. **In all three categories (CVTF Grant, Cash Match and In-kind Match) list only the amounts used for the child sexual abuse primary-prevention project/ program.** The figures associated with each cost category must be listed in the appropriate funding source column, i.e. CVTF Grant, Cash Match and/or In-Kind Match. All subtotals and grand totals must be included at the end of each row and at the bottom of each column. Only numerical amounts should be listed on this page. The grand total must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source form.

- a. Staff Salaries – list all full-time and part-time staff salaries. Staff salaries should be determined by multiplying the individual’s base salary by the percent of estimated time the individual will spend on the child sexual abuse primary-prevention program. The value of staff salaries should be reflected under the CVTF grant and/or cash match column(s), as appropriate. *Note: The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source.*

The value of volunteer hours should be included in this category under the in-kind match column. It is expected that assigned values for volunteers will be based on realistic figures.

- b. Staff Fringe Benefits – list items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Applicants must pro-rate fringe benefits if the employee will spend only part of his or her time on the child sexual abuse primary-prevention program. The value of staff fringe benefits should be reflected under the CVTF grant and/ or cash match column(s), as appropriate. *Note: The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. CVTF will **NOT** fund or consider as a match holiday pay or benefits for part-time staff.*
- c. Consultant/ Contractual Services – list all expenses associated with the purchase of any consultant or contractual services (i.e. program delivery, bookkeeping, media development, etc.). The value of consultant/ contractual services should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.
- d. Training and Travel – list all training and travel expenses related to the child sexual abuse primary-prevention program. The value of training and travel expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

Travel expenses – including mileage expenses – **must** identify the actual and/ or potential destinations.

Note: Any mileage expenses will be reimbursed at the state prevailing mileage rate. *Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at: www.finance.ky.gov/ourcabinet/caboff/OOC/ under the **State Employee Travel Information** link. From this link, click on the **Mileage Rate** link.*

Per diem expenses (i.e. hotel, meals) will be reimbursed at the state approved rate. Allowable rates for meals are summarized below:

Meal	Meal-time Hours	Reimbursement Amount
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

Note: *To be eligible for lodging reimbursement, staff must be in travel status, i.e. at a destination more than 40 miles from the individual’s work station or home, which ever is the shortest distance. Meal reimbursement only applies if an over-night(s) stay is necessary and occurs. For additional information about travel reimbursement refer to Kentucky Administrative Regulations, 200 KAR 2:006.*

- e. Operational Expenses – list the amount of each expense. Operational expenses may include printing, postage, rent, supplies, telephone AOC criminal background checks related to the child sexual abuse primary-prevention program, etc. The value of operational expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.
- f. Equipment – list the amount of the purchase of any equipment. Equipment includes copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. The value of equipment expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate. **Note:** *The Board discourages the use of CVTF money to purchase equipment. Amounts must be prorated to reflect only the proportionate amount that will be used for the primary-prevention program.*
- g. Materials – list the amount of each expense. Materials include publications, puppets, program props, DVDs, videos, etc. The value of materials expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

VII. BUDGET NARRATIVE

The Budget Narrative must not exceed six (6) pages. Each section must be clearly delineated with the section heading in bold (i.e. **1. Staff Salaries**). *Further, the information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the application's rating.*

A. List agency name and project/ program name.

The Budget Narrative must provide the Board with a comprehensive understanding of how the CVTF grant, cash match and in-kind match have been determined and how the funds will be spent. In every category itemize each expense and show the mathematical calculation. You must provide sufficient detail to facilitate the Board's determination regarding the relevance of the expenditure to the project/ program. *(For assistance with completing the Budget Narrative see "Sample Budget Narrative" in Appendix D, page 24).*

1. **Staff Salaries**

List the monetary value for **each** full or part-time employee working on the project/ program, including the method of determining compensation and rate. Each staff salary should be determined by multiplying the individual's base salary by the percent of estimated time the individual will spend on the child sexual abuse primary-prevention program. Each mathematical calculation must be reflected. In addition, the percentage used to pro-rate each salary must be clearly indicated.

***Note:** The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Applicants must definitively state the need for funding for salaries and explain the lack of alternative funding sources.*

List the number of volunteers, the estimated time contributed to the project/ program and the approximate value of their time. Each volunteer need not be listed separately if amounts of time and rates are identical for each. However, the mathematical calculation(s) must be reflected.

2. **Staff Fringe Benefits**

Fringe benefits include items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Itemize the cost of each fringe benefit and pro-rate the amount if the employee will spend only part of his or her time on the child sexual abuse primary-prevention project/ program. The percentage used to pro-rate each fringe benefit must be clearly indicated. Each item must be listed separately and each mathematical calculation must be reflected.

Note:** The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Applicants must definitively state the need for funding for benefits and explain the lack of alternative funding sources. CVTF will **NOT fund or consider as a match, holiday pay or benefits for part-time staff or volunteers.

3. Consultant/ Contractual Services

Consultant and contractual services include bookkeeping, program provision, media relations, etc. List and describe the services to be provided and include the dollar value of the compensation/cost. Each item must be listed separately and each mathematical calculation must be reflected.

*Note: The application package must include letters of agreement on vendor's letterhead for all consultant and contractual services. **These services will not be considered for funding without a letter of agreement on vendor's letterhead.***

4. Training and Travel

Discuss any anticipated training, including information regarding the name of the organization providing the training, purpose and relationship to the proposed primary-prevention program, and number of individuals for whom the training is requested. Also include the mathematical calculation for each itemized expense.

Discuss any projected travel, including information regarding, at a minimum, the purpose of the trip, destination, total round trip miles, per diem costs (i.e. meals, hotel lodging), and number of individuals for whom funds are requested. Also include the mathematical calculation for each itemized expense.

Travel expenses – including mileage expenses – **must** identify the actual and/ or potential destinations.

*Note: Any mileage expenses will be reimbursed at the state prevailing mileage rate. Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at: www.finance.ky.gov/ourcabinet/caboff/OOC/ under the **State Employee Travel Information** link. From this link, click on the **Mileage Rate** link.*

The Board expects that staff will carpool as much as possible. Individual reimbursements to the same destination must be clearly explained. Overnight travel must be clearly justified as part of the program. Out-of-state travel must be clearly justified. Any out-of-state travel must be specifically described as training that is not available in-state.

5. Operational Expenses

Operational expenses may include items such as rent, utilities, copying, postage, AOC criminal background checks, supplies, etc. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

6. Equipment

Equipment includes items such as copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

*Note: The Board discourages the use of CVTF money to purchase equipment. Amounts **must be prorated** to reflect only the proportionate amount that will be used for the primary-prevention program. The application package must include copies of price quotes on vendor's letterhead. Equipment will not be considered for funding without a price quote on vendor's letterhead. Applicants must definitively state the need for funding for equipment and explain the lack of alternative funding sources.*

7. Materials

Materials include items such as publications, puppets, or other programmatic needs. List each item separately. Include the mathematical calculation for each itemized expense. These figures should be based on real costs of said materials, not vague estimates.

Note: Materials will not be considered for funding without a price quote on vendor's letterhead.

- B. Explain how the agency would implement the project/ program with reduced CVTF funding.

Note: If approved for funding CVTF may fund less than 100% of an agency's request. As such, CVTF requires information about the agency's ability to implement its project/ program with reduced CVTF funding.

IMPORTANT NOTE:

DOUBLE CHECK ALL CALCULATIONS IN THE PROJECT/ PROGRAM BUDGET. Your calculations/ totals **MUST** be consistent between the following forms:

- Anticipated Project/ Program Revenue Detail-Breakdown By Source
- Budget Plan
- Budget Narrative

REQUIRED ATTACHMENT INSTRUCTIONS

VIII. Required Attachments – Part A

Additional notes regarding the non-profit/ public status documentation, agency budget, agency audit/ year end financials and evaluation instrument(s) follow.

- a. Evidence of 501(C)(3) status or other non-profit/ public status (i.e. IRS determination)

Proof of status may be obtained from the Secretary of State's web page as follows:

Go to: www.sos.ky.gov

Click on "Business Services" and from the drop down window select "Business Records."

Under "Overview" click on "click here."

Enter the agency name and hit "enter."

Click on "Printable Version" to print out the page.

- b. Agency budget for last completed fiscal year may be submitted on 8½” by 14” (legal size)

white paper, single-sided.

- c. Agency audit or year end financials for last completed fiscal year may be submitted on 8½” by 14” (legal size) white paper, single-sided.

IX. Required Attachments – Part B

Additional notes regarding program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) and copies of agency/ program publication(s) follow.

- a. If proprietary restrictions do not allow you to provide a copy of the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or any other publication associated with the proposed project/ program, you must provide proof from the vendor on vendor’s letterhead regarding the document’s proprietary or confidential nature. As appropriate, provide copies of advertising/ order forms for the curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s), other publication and/ or material.

If this proposal is for a new project/ program that your agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description.

In any case, you must provide sufficient information about the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or other publications to facilitate the Board’s understanding. **Applications that do not provide this information will not be considered.**

- b. Agency/ program publications: Examples include brochures, newsletters, Web sites, flyers, handouts, etc.) If this proposal is for a new project/ program that your agency has not yet implemented and copies are not in hand, provide drafts or a detailed description. As appropriate, provide copies of advertising/order forms for publications.

APPENDICES

*Appendix A*SAMPLE
PROJECT/PROGRAM INFORMATION SHEET

- **Project/ Program Title:** Speak Up
- **Amount Requested:** \$20,402.00
- **Specific Population Served by Project/ Program:** This project will serve elementary school-aged children attending family resource and youth centers (FRYCs) across the state, and their parents/care givers.
- **Brief Description of Project/ Program:** This pilot project will provide a child sexual abuse prevention program model, curriculum / materials and support to local FRYCs in no more than eight selected counties that offer little or no CSA prevention education. Underserved areas will be determined following contact with the CVTF, CACs, health departments and rape crisis centers. Presentations will be held during the FRYC after-school programs and evening programs for parents/caregivers. Child Thrive will begin by contracting with a University of Kentucky graduate student in education, specializing in child sexual abuse education, to be the Speak Up! program director. The program director will contact the directors of those FRYCs in the underserved areas and schedule meetings with the FRYCs and local boards of education to initiate contact, identify effective methods of attracting parent interaction, and to begin implementation. Trainings for selected FRYC trainers will be conducted at regional sites by the Child Thrive and the program coordinator. These trainers will be provided with the model program – protocols, curriculum/materials, pre and post-testing, support, etc. – to implement the program in their locale. A follow-up meeting will be held at the Child Thrive office to debrief trainers and critique the success of the project. (196 words)

Appendix B

SAMPLE

VI. Anticipated Project Revenue Detail —Breakdown by Source Form

Source	Committed or Potential Funding	Sub-Total Amount
CVTF Grant	Potential	\$20,402.00

Cash Match* (minimum 10% of total CVTF Grant request)		
Prevent Child Abuse Kentucky	Committed	\$2,050.00
Child Thrive	Committed	\$6,126.00
Subtotal		\$8,176.00

In-kind Match* (remaining percentage of 50% CVTF match)		
Child Thrive	Committed	\$8074.00
FYRCs	Potential	\$1,550.00
Subtotal		\$9,624.00

GRAND TOTAL (all sources of anticipated project revenue)	\$38,202.00
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* Pursuant to KRS 15.935(1)(a)2 and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

Agency Name: Child Thrive, page XX

g) Materials Training packets Child packets Adult packets Shipping & handling		\$1,200.00 \$640.00 \$160.00 \$50.00		
Materials Subtotal:		\$2,050.00		\$2050.00
GRAND TOTALS	\$20,402.00	\$8,176.00	\$9,624.00	\$38,202.00

Appendix D
SAMPLE

VIII. BUDGET NARRATIVE

Agency Name: _____ Child Thrive _____

Project/ program Name: _____ “Speak-up!” _____

A. Cost Categories

1. Staff Salaries – \$8,940.00 (In-kind Match)

Administrative Assistant: The agency will provide an administrative assistant to assist the project director.

It is estimated that the administrative assistant will spend approximately 25 percent of her time doing clerical work for the sexual abuse prevention project. The administrative assistant’s salary is \$30,000.00 annually. This salary is an in-kind match.

- \$30,000.00 annual salary x .25 = **\$7,500.00 (In-kind)**

Trainers: Eight (8) FYRC personnel will donate their time to the project/ program at an estimated rate of \$15.00 per hour. It is estimated that each person will spend a total of **12 hours**: six hours for training (two 3-hour sessions); four hours for presenting the program (1 hour presentation and 30 minute follow-up session for children, 90 minute presentation and 1 hour follow-up session for parents/caregivers); two hours for pre and post-testing. The trainers’ time is an in-kind match.

- 12 hours x \$15.00 per hour = \$180.00 x 8 trainers = **\$1,440.00 (In-kind)**

2. Staff Fringe Benefits – \$684.00 (In-kind Match)

FICA and/or Medicare: The agency pays fringes calculated using 6.20% for FICA and 1.45% for Medicare (total: 7.65%). No other fringes are offered.

CVTF grant to pay for the pro-rated employer share of fringe benefits for the administrative assistant:

- \$7,500.00 pro-rated annual salary of administrative assistant x 7.65% = \$574.00 (rounded) **(In-kind)**

The FYRCs will donate the pro-rated employer share of fringe benefits for the eight trainers:

- \$1,440.00 pro-rated annual salary of trainers x 7.65% = \$110.00 (rounded) **(In-kind)**

3. Consultant and Contractual Services – \$19,280.00 (CVTF)

Project Director: It is estimated that this contracted, part-time director will spend an average of 20 hours per week, from August 1, 2007 through June 30, 2008, coordinating and overseeing the implementation of the “Speak-up!” program. The director, a University of Kentucky doctoral student in education, will be paid \$20.00 per hour and will work on this project approximately 45 weeks (allowing for 2 weeks of holiday and other time off).

- $\$20.00 \text{ per hour} \times 20 \text{ hours per week} \times 45 \text{ weeks} = \$18,000.00.$

Food Services: Each parent training will provide a light supper as an attendance incentive.

- $\$8.00 \text{ per parent} \times 20 = \$160.00 \text{ per site} \times 8 \text{ sites} = \$1,280.00.$

4. Training and Travel – \$1,032.00 (CVTF)

Estimated travel is as follows: 100 miles per site to the eight FYRC locations for initial meeting; 100 miles per site for training FYRC personnel; 100 miles per eight FYRC locations for follow-up meeting at Child Thrive.

- $800 \text{ miles} \times 3 = 2400 \text{ miles} \times .43 \text{ per mile} = \$1,032.00$

5. Operational Expenses – \$90.00 (CVTF); \$4,226.00 (Cash Match)

Background Checks: AOC criminal background checks to be done on the project director and eight FYRC personnel.

- $\$10.00 \times 9 = \90.00 (CVTF)

Office space: 20 square feet of office space will be devoted to the prevention program, for its duration (10 months). Monthly rent for 1500 square feet is \$1,500, or \$10.00 per square foot.

- $\$10.00 \times 20 = \$200 \text{ per month} \times 10 \text{ months} = \$2,000.00 \text{ (Cash)}$

Utilities: Water averages \$30.00 per month; electric averages \$200.00 per month; telephone service average \$200.00 per month. Based on the administrative assistant devoting about 25% of her time to the CSA prevention project:

- *Water:* $\$30 \times 10 \text{ months} = \$300.00 \times 25\% = \$75.00 \text{ (Cash)}$
- *Electric:* $\$230.00 \times 10 \text{ months} = \$2,300.00 \times 25\% = \$575.00 \text{ (Cash)}$
- *Telephone:* $\$200.00 \text{ average monthly cost} \times 10 \text{ months} \times 25\% = \500.00 (Cash)

Agency Name: Child Thrive, page XX

Office Supplies: Annual supply expenses (paper, ink cartridges, pens, pencils, etc.), based on an average of the last three years, is approximately \$1000.00. Each site will require an estimated 250 pieces of addition paper for correspondence and miscellaneous copies:

- $\$1000.00 / 12 = \83.00 (rounded) x 10 months = \$830.00 + \$120.00 (4 extra reams of paper at \$30 @ for the 2000 copies) + \$54.00 (2 extra boxes of 500 envelopes \$50.00 and 16 manila envelopes \$4.00) = **\$1004.00 (Cash)**

Postage: Estimated postage costs: **\$72.00 (Cash)**

- 10 letters per site x .47 cents each = \$4.70 x eight sites = **\$40.00** (rounded)
- 2 manila envelop mailings per site = \$4.00 x eight sites = **\$32.00**

6. Equipment – \$1,900.00 (Cash Match)

All necessary equipment will be provided by the Agency as cash match. It is estimated the program will utilize the equipment 25% of the time. The current equipment values were calculated by our CPA, Haas-Winston, using the straight-line depreciation method.

Fax machine

- \$200 current equipment value x .25 = **\$50.00**

Computers (2)

- \$400 current equipment value x .25 = \$100 x 2 = **\$200.00**

Printer

- \$1,000 current equipment value x .25 = **\$250.00**

Copier: Child Thrive and/or the local FYRCs will provide an estimated 2000 copies for correspondence and other program-related materials. Our Xerox copier maintenance agreement charges .70 cents per copy.

- 2000 copies x .70 cents each = **\$1,400.00**

7. Materials – \$2,050.00 (Cash)

Curriculum/ materials: prices are based on the nationally-recognized *Speak Up!* child sexual abuse prevention program curriculum and materials (*see attached pricing on company letterhead*) for eight trainers, and an estimated 40 children and 20 adults per site. A grant through Prevent Child Abuse Kentucky will provide the materials.

- Training curriculum packets: \$150 @ x 8 = **\$1,200.00**
- Child packet: \$2.00 @ x 40 = \$80.00 x 8 sites = **\$640.00**
- Adult packet: \$1.00 @ x 20 = \$20.00 x 8 sites **\$160.00**
- Shipping & handling = **\$50.00**

B. Reduced CVTF Funding

If the agency does not receive full funding for this project/ program, we plan to reduce the number of sites to no less than six and perhaps eliminate the meal incentives for parent participation.

Appendix E

CVTF MATCH REQUIREMENT

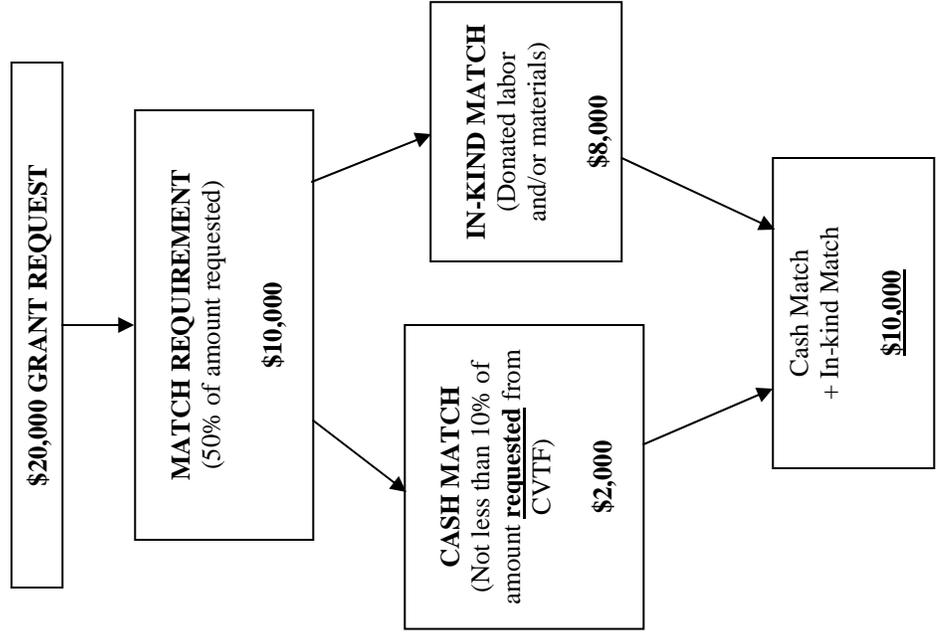
The agency is required to provide—at a minimum—a 50% match for the amount of funds requested from CVTF. This match may be in the form of cash and/ or in-kind (donated labor and/ or materials).

At least 10% of the agency's match must be in cash. However, the agency is not prohibited from providing more than a 10% cash match.

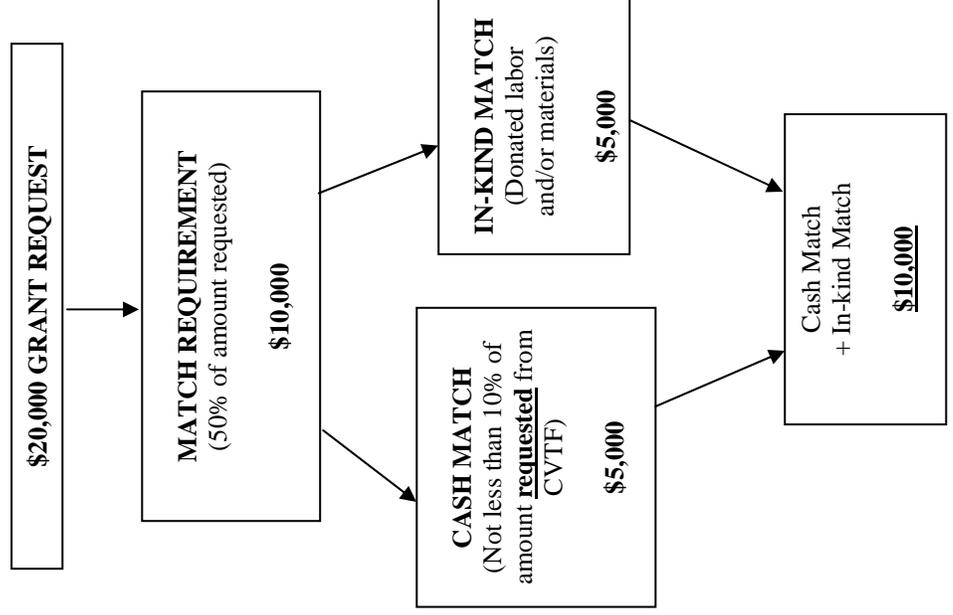
Three examples follow. Example 1 reflects a 10% cash match; Example 2 reflects a 25% cash match; and Example 3 reflects a 100% cash match.

CVTFF MATCH REQUIREMENT

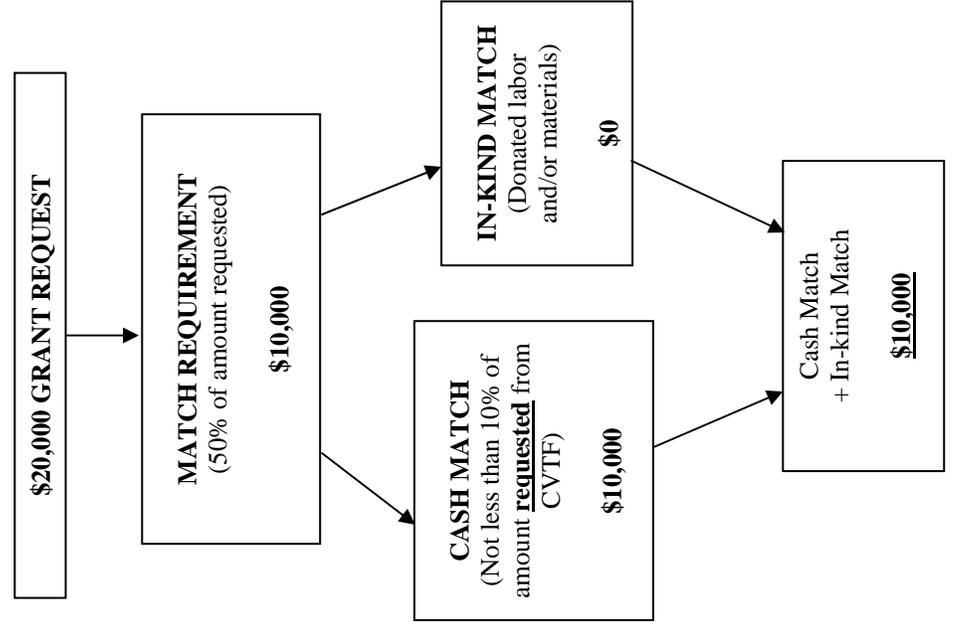
EXAMPLE 1



EXAMPLE 2



EXAMPLE 3



*Appendix F***Frequently Asked Questions****1. When is the application due?**

Applicants should take into consideration that projects/ programs must be completed by June 30, in the year of the award. Any request for funding must be reviewed and approved by the Board. In regard to Board review of discretionary grant applications, special meetings will not be called for the sole purpose of their consideration. To obtain a list of scheduled Child Sexual Abuse and Exploitation Prevention (CSAEP) Board meeting dates, go to: www.ag.ky.gov/victims/cvtf, or call (502) 696-5312. Applicants will be e-mailed upon the program administrator's receipt of the application, and notified of their application status within 30 days of that time.

2. When are the funds available?

Funds are available for the discretionary grant any time from July 1 – June 30, in accordance with the state fiscal year. Applicants should take into consideration that projects/ programs must be completed within the fiscal year of the award. If funding is awarded, the Board has the discretion to provide funding in one or more installments and to determine in which fiscal year the funding shall occur.

3. When will I be notified if I am funded?

Applicants will be notified of their application status within 30 days after Board's review of the application.

4. What are the eligibility criteria for funding?

Your organization **must** have 501(c) 3 status or be a public non-profit agency in accordance with 26 USC 501.

Proof of status may be obtained from the Secretary of State's web page as follows:

- Go to: www.sos.ky.gov
- Click on "Business Services" and from the drop down window select "Business Records."
- Under "Overview" click on "click here."
- Enter the agency name and hit "enter."
- Click on "Printable Version" to print out the page.

5. Do you fund projects that address not only child sexual abuse and exploitation prevention, but other types of interpersonal violence as well?

The mission of the CVTF Board remains the prevention and reduction of child sexual abuse and exploitation. Funds for this particular grant may only be used to support the portions of your program that specifically address **primary** prevention of child sexual abuse and

exploitation. So, while your program in general may address other types of violence or abuse, the CVTF funds may only be used in support of those components dealing specifically with **primary** prevention of child sexual abuse.

6. What is meant by the required match?

You must provide a 50% match of CVTF funds in your project/ program budget. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions. (*Refer to Appendix E, in the Application Guidelines, Overview & Instructions, pages 27-28*).

7. What qualifies as in-kind match?

In-kind match may include the value of volunteer hours, copying or printing provided at reduced or no charge, space donated for programs, telephone, media advertisements at reduced or no charge, materials and supplies, etc. Include only those amounts directly associated with the child sexual abuse prevention program. For instance, if your office space is donated and your application states that your agency will focus 25 percent of its time on the primary prevention child sexual abuse prevention program, list 25 percent of the donated office rental value as a match.

8. Is there a chance for me to address the CSAEP Board to make a case for my application and project?

No, applications are expected to stand on their own merits. However, all CSAEP Board meetings are open to the public and meetings are posted on the CVTF Web site: www.ag.ky.gov/victims/cvtf

9. What if we want to start a new program and don't have the actual program/ curriculum determined yet?

If this proposal is for a new project/ program that your agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description.

In any case, you must provide sufficient information about the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or other publications to facilitate the Board's understanding. As appropriate, you must also provide copies of advertising/ order forms for curriculum, scripts, evaluation instruments/ tools, assessment methods, publications and/ or materials. *Applications that do not provide this information will not be considered.*

10. What if we don't use all the funding before the end of the fiscal year?

Unused funds **MUST** be returned to the CVTF fund.

11. What if we have been funded in the past, can we still apply?

Yes. You may receive funding from CVTF more than once. Each application stands on its own merits.

12. What if our 501(C) 3 status is still in process?

CVTF gives priority to and prefers to fund organizations that have achieved 501(c) 3 status and are established as non-profit entities for several reasons: these organizations have had an opportunity to develop by-laws, a mission and a working Board, they are established in their community and they have been able to nurture ties to other agencies and entities within their region. These qualities support and foster the success of prevention programs and provide added reassurance that the agency will be able to complete the project as described. It is unlikely that agencies that have not completed their non-profit status will be funded.

13. Can we use CVTF funding for building or renovation?

No, CVTF funds may **NOT** be used for capital expenditures.

14. Can we use CVTF funding for positions, salaries and benefits?

CVTF prefers that funds not be applied to salaries and compensation of employees. However, in instances where an applicant demonstrates acute need for funds to be allocated to such areas, and **only** when the applicant demonstrates that efforts to secure funds from other sources have been futile, will CVTF consider such requests. Salary and compensation amounts must correspond to the percentage of time the employee will devote to the particular child sexual abuse program or project for which funding is sought from CVTF. The CVTF will **NOT** fund holiday pay or other benefits for part-time staff.

15. Can we use CVTF funding for equipment purchases?

CVTF discourages the use of funds for equipment purchase, but in rare instances when the applicant demonstrates acute need and an inability to secure funds from other sources, such allocations may be considered. Again, funding will be approved only in the amount that corresponds to the percentage of time the equipment will serve the child sexual abuse prevention program or project for which funding is sought from CVTF.

16. Can we use CVTF money to pay for Central Registry Check (CA/N) background checks (which are administered by the Cabinet for Health and Family Services)?

No. You are not **required** by CVTF to use this particular background check, so CVTF funds cannot be used. You are only required to send a copy or copies if the law requires your agency to do them, or your agency requires it as a condition of employment. You may use

CVTF money to pay for AOC background checks because CVTF requires they be done as a condition of funding.

17. Can we use CVTF money for staff and volunteer training and associated travel expenses?

CVTF money may be used for staff and volunteer training if that training is directly related to the child sexual abuse primary prevention program for which funding is sought. Such expenses will be carefully scrutinized by CVTF and overnight accommodations and meals will only **RARELY** be considered for funding. It is expected that the applicant will seek to minimize travel expenses and any duplication of travel among personnel as much as possible. CVTF monies may not be used for out-of-state training and related travel expenses unless clearly justified (i.e. training is necessary for accreditation in a national prevention program and that training is not available in-state).

18. How do I clearly demonstrate an inability to secure funding from other sources?

CVTF is one of many funding sources available to support programs addressing child sexual abuse. Other sources may include local and regional agencies, local businesses and corporations, public and private state agencies and public and private federal organizations. It is important that you demonstrate that you are aware of and seeking to access funds from these other sources as well. Any other applications for funding should be noted with the results of the request, as well as any fundraising efforts and campaigns to solicit revenue for the agency and the program.

19. How much can I ask for in my application?

There is no set amount. The quality of the proposal and application, the financial requirements for implementing the project/ program and availability of funds will dictate the amount of the award.

20. Why do you want a copy of all the materials we use and distribute?

The CSEAP Board and staff recognize that there is a tremendous variety of material available to choose from, with varying degrees of accuracy and appropriateness for age and culture. It is necessary that we review the materials you plan to use to ensure that we find them to be accurate, current, and appropriate for the population you propose to reach. There will be no exceptions to this review process and failure to solicit prior approval of materials you will be using may result in invalidating the contract and forfeiture of remaining funds.

21. What are the components of a successful child sexual abuse prevention program?

- evidence that the prevention project/ program is based on current research/ literature.
- clear understanding of the population intended to be served and evidence that the project/ program reflects the particular needs of that population.
- evidence that the project/ program includes key components for effective prevention, including multiple contacts with the intended audience, interactive learning, parent, community and Internet safety components – to enhance child-focused programs.

- appropriate screening, training and background checks (no older than two years) of staff, consultants, independent contractors and volunteers.
- awareness of and collaboration with other statewide resources involved in child sexual abuse services and/or prevention services.
- clear and achievable plans for qualitative and/or quantitative project/ program evaluation.

22. What should we do if we do not know how to find supporting state data?

The following organizations can help you locate data.

Kentucky State Data Center:

Web: <http://ksdc.louisville.edu/>
Phone: (502) 852-7990
Fax: (502) 852-7386

Cabinet for Economic Development:

Web: http://www.thinkkentucky.com/EDIS/Deskbook/Deskbook_Default.aspx
Phone: 800-626-2930 or 502-564-7140

U.S. Census Bureau:

Web: http://factfinder.census.gov/home/saff/main.html?_lang=en
Question and Answer Center: https://ask.census.gov/cgi-bin/askcensus.cfg/php/enduser/std_alp.php
Call Center: 301-763-INFO (4636)

Kentucky Institute of Medicine:

Web: The Health of Kentucky: A County Assessment: <http://kyiom.org/healthy2007a.pdf>

In addition, you may contact your local health department, the Cabinet for Health and Family Services, or your local social services office.

23. What happens if I exceed the maximum page length for the application narrative?

If you exceed the twelve (12) pages allowed for the application narrative, any information beyond the 12th page will not be read, evaluated or scored.

24. What happens if I exceed the maximum page length for the budget narrative?

If you exceed the six (6) pages allowed for the budget narrative, any information beyond the 6th page will not be read, evaluated or scored.

25. Why must information in each section of the application narrative and budget narrative be able to stand alone?

In order to facilitate efficient review of the application, the information contained in each section and in each subsection should not refer the reader from one section to another section or attachment for information required of that section. Application narratives or budget narratives that do not provide required information in the appropriate section/subsection may receive a lower score when evaluated.

**CHILD VICTIMS' TRUST FUND
DISCRETIONARY GRANT APPLICATION**

YOU ARE STRONGLY ENCOURAGED TO READ THE APPLICATION GUIDELINES, OVERVIEW & INSTRUCTIONS (INCLUDING APPENDICES) CAREFULLY BEFORE COMPLETING AND SUBMITTING THIS APPLICATION.

IN REVIEWING APPLICATIONS THE BOARD LOOKS FOR STATEWIDE PRIMARY-PREVENTION PROJECTS/ PROGRAMS THAT USE EFFECTIVE, RESEARCH-BASED MODELS OF CHILD SEXUAL ABUSE PRIMARY PREVENTION.

THE BOARD ALSO WELCOMES NEWLY CREATED, INNOVATIVE PROPOSALS, BUT APPLICANTS MUST BE ABLE TO PROVIDE A CLEAR DESCRIPTION AND ENOUGH INFORMATION TO FACILITATE THE BOARD'S UNDERSTANDING OF THE PROGRAM, ITS GOALS AND OBJECTIVES, THE CURRICULUM (IF APPLICABLE), AND HOW ITS EFFECTIVENESS WILL BE EVALUATED.

THE BOARD RESERVES THE RIGHT TO DEEM INELIGIBLE ANY APPLICATION THAT DOES NOT ADHERE TO THE GUIDELINES, OVERVIEW & INSTRUCTIONS.

THE BOARD RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY AND ALL GRANT APPLICATIONS. FURTHER, THE BOARD RESERVES THE RIGHT TO CANCEL THE AVAILABILITY OF FUNDING IN ITS ENTIRETY IN THE EVENT FUNDS ARE UNAVAILABLE, EITHER THROUGH AN ENACTED BUDGET OR A LEGAL SPENDING PLAN.

Child Victims' Trust Fund



CVTF Discretionary Grant Application

TITLE PAGE

AGENCY NAME: _____

TITLE OF PRIMARY-PREVENTION PROJECT/ PROGRAM:

AMOUNT REQUESTED: _____

CONTACT NAME / TITLE: _____

POSITION: _____

AGENCY ADDRESS: _____

COUNTY: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Agency Name _____, page _____

GRANT APPLICATION CHECKLIST

- One original of the entire application with all required attachments placed in a labeled manila envelope
- Eight (8) copies of the complete application with all required attachments placed in eight separate numbered manila envelopes

Application

- Title page
- Grant Application Checklist
- Statement of Cooperation and Assurances
- Agency Data Sheet
- Project/ program Information Sheet
- Application Narrative
- Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
- Budget Plan
- Budget Narrative

Required Attachments—Part A:

- Evidence of 501(C)(3) or other non-profit/public status (i.e. IRS determination)
- List of current board members with affiliations
- Agency staffing chart or other personnel diagram
- Agency audit or year end financial statement for last completed fiscal year
- CV/ resume of agency director
- Job descriptions and qualifications for each position involved in the proposed child sexual abuse primary prevention program
- CV(s)/ Resume(s) of all staff who will be working in the proposed child sexual abuse primary-prevention program
- Letters from collaborative partners on partner's letterhead
- Letters of Agreement for consultant and/or contractual services on vendor's letterhead
- Copy of equipment price quote(s) on vendor's letterhead
- Copy of materials price quote(s) on vendor's letterhead

Required Attachments—Part B:

- Primary-prevention Project/ program curriculum being proposed, if applicable
- Evaluation instrument(s) or tool(s)
- Copy of Agency Project/ program publications (i.e. brochure, newsletter, Web site, etc.)

Application Format

- White, 8 ½" by 11" paper
- Typed, double-spaced, single-sided
- Times New Roman font no smaller than 11-pt.
- Type is neither all bold nor all capitalization, nor all italics
- 1" margins—left, right, top and bottom
- Page headers appear in upper right-hand corner of each page
- No binding or staples
- Required section headings in Application Narrative
- Required section headings in Budget Narrative

Agency Name _____, page _____

STATEMENT OF COOPERATION AND ASSURANCES

The applicant represented by the undersigned, hereby states and assures the following:

1. I have read and understand the Child Victims’ Trust Fund (CVTF) Application Guidelines, Overview & Instructions, including the eligibility and funding rules, and applicant / grantee responsibilities.
2. The proposal was reviewed and approved by the local task force, if one is operative in my region, and said approval is evidenced below by the signature of the authorized person representing the task force. *(At this point, the Attorney General’s Office knows of no operative task forces in Kentucky)*
3. The applicant will comply with the regulations, policies, guidelines and requirements as they relate to the use, application and acceptance, and reporting of state funds for this state-assisted program. I further assure that the applicant will provide full access to agency documentation, records and other pertinent information as deemed necessary by the Child Sexual Abuse and Exploitation Prevention Board or its staff to complete the monitoring process.
4. The applicant agency and I are both in compliance with all local policies and regulations of our governing body.
5. The applicant agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and provides, upon request, reasonable accommodation necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.
6. The information contained in this application for funding is, to the best of my knowledge and ability, true and accurate.

Signature of Person Responsible for Program Administration	Date
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Name Printed: _____

Address: _____

Signature of Agency Director or Board Chair	Date
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Name Printed: _____

Address: _____

Signature of Authorized Task Force Representative (if applicable) (At this time, the Attorney General’s Office knows of no operative task forces in Kentucky)	Date
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Name Printed: _____

Name of Task Force (if applicable): _____

Address: _____

Agency Name _____, page _____

AGENCY DATA SHEET

Name of Agency: _____

Agency Director/Administrator: _____

Mailing Address: _____

City: _____ KY Zip Code+four: _____

Telephone: _____ FAX: _____

E-mail: _____ Web Address: _____

County of above office location: _____

Counties and cities served by agency: _____

Local Task Force name (if applicable): _____

Location: _____

(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)

CVTF Grant History:

Number of years funded _____

Last year funded _____ Amount _____

Agency name if changed, Project/ program title and Year(s) funded:

Agency Name _____, page _____

PRIMARY-PREVENTION PROJECT/ PROGRAM INFORMATION SHEET

Primary-prevention Project/ program title: _____

Amount requested: _____

Specific population served by project/ program:

Brief project/ program summary (no more than 200 words):

Agency Name _____, page _____

APPLICATION NARRATIVE

I. Agency Description

- A. Mission statement or purpose
- B. History of the agency
- C. Paid staff positions, independent contractors and volunteers
- D. Programs similar to/ related to child sexual abuse prevention

II. Program description

- A. Primary-prevention project/ program description
 - 1. Primary-prevention rationale.
 - 2. Target population and contributing factors
 - 3. Project/ program goals and objectives
- B. Curriculum (*if applicable*)
 - 1. Content
 - 2. Learning goals and objectives
 - 3. Consistency with current research, literature and best practices
 - 4. Appropriateness for target population
- C. Primary project/ program delivery
 - 1. Location(s)/ venue(s)
 - 2. Evidence of multiple exposures and duration of exposures, if applicable
 - 3. Barriers and approaches to overcoming them
- D. Available Resources
 - 1. Party responsible for implementation
 - 2. Staff, volunteer and consultant training
 - 3. Supervision of staff, volunteers and consultants
 - 4. Training of other involved parties

Agency Name _____, page _____

- 5. Collaboration and coordination efforts
- E. Implementation timetable

III. Evaluation Plan

- A. Primary project/ program goals and objectives
 - 1. Number of targeted recipients, number of contacts and duration of exposure
 - 2. Learning goals for project/ program content
 - 3. Determination of success
- B. Evaluation instrument(s), tool(s) and/ or other assessment methods
- C. Evaluation and assessment time frames

IV. CVTF Promotion Plan

- A. CVTF logo, Income Tax Refund Check-Off and “I Care About Kids” License Plate in published materials
- B. Distribution of CVTF posters and brochures

V. Anticipated Project/ Program Revenue Detail —Breakdown by Source Form

Source	Committed or Potential Funding	Sub-Total Amount
CVTF Grant		

Cash Match* (minimum 10% of total CVTF Grant request)		
Subtotal		

In-kind Match* (remaining percentage of 50% CVTF match)		
Subtotal		

GRAND TOTAL (all sources of anticipated project/ program revenue)	
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* Pursuant to KRS 15.935(1)(a)2 and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project/ program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

Agency Name _____, page _____

VI. Budget Plan

Name of Agency: _____

Name of Project/ program: _____

Budget Period: From (mm/dd/yy) _____ to (mm/dd/yy) _____

1. **ANTICIPATED PROJECT/ PROGRAM REVENUE:** \$ _____

CVTF Grant (column A) \$ _____ Total Match (columns B and C) \$ _____

2. **PROJECT/ PROGRAM BUDGET:**

Cost Category	Funding Sources			SUB-TOTAL (Column D)
	CVTF Grant (Column A)	Cash Match (Column B)	In-Kind Match (Column C)	
a) Staff Salaries Staff Salaries Subtotal:				
b) Staff Fringe Benefits Staff Fringe Subtotal:				
c) Consultant/Contractual Services Contract Services Subtotal:				
d) Training & Travel Training & Travel Subtotal:				
e) Operational Expenses Operational Expenses Subtotal:				
f) Equipment Equipment Subtotal:				
g) Materials Materials Subtotal:				
GRAND TOTALS				

Agency Name _____, page _____

VII. Budget Narrative

A. Cost categories:

1. Staff salaries
2. Staff fringe benefits
3. Consultant and contractual services
4. Training and travel
5. Operational expenses
6. Equipment
7. Materials

B. Reduced CVTF funding

.

VIII. Required Attachments—Part A:

IX. Required Attachments—Part B: